

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

UNITED STATES DEPARTMENT OF AGRICULTURE
U. S. Agricultural Marketing Service

1.942
A2P911

Reserve

PREPARATION OF MANUSCRIPTS

FOR MIMEOGRAPHING AND MULTIGRAPHING

Manuscripts to be issued in mimeographed or multigraphed form usually contain material that (1) should reach the public quickly, (2) is preliminary or tentative in form, or (3) is not suitable for any of the printed series.

These notes on preparation form a companion to the similar pamphlet on Preparation of Manuscripts for Printing and the Handling of Proofs. The points that are unlike are given especial attention here.

In preparing manuscripts for mimeographing or multigraphing, authors usually brief their material as much as is consistent with adequate treatment, and limit their illustrations to those most needed.

Copyists need to remember differences between methods used in typing such manuscripts and those used in preparing manuscripts for printed publications.

If mimeographing has not been decided upon at the time the manuscript is being typed, it is not so necessary to follow the procedure outlined herein, as it is when the stencils are being cut. Nevertheless, the sooner the correct form is followed, the more time and work are saved.

Cover. - Covers are used for (1) reports of some significance or (2) as protection to bulky material. A cover is usually multigraphed. A typed sheet is supplied for it but not a stencil. Covers are not used on mimeographed addresses or on the less important statements or reports.

Heading is 1 inch from top and in following type -
UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

Title of the manuscript is in capital letters, about $2\frac{1}{2}$ inches below heading.

Author's name is about $2\frac{1}{2}$ inches below title, followed by designation.

The imprint is about $2\frac{1}{2}$ inches below author's name: (Washington, D.C.)
(Date - - - - -)

A short solid ruled line about $1\frac{1}{2}$ inches in length is centered between these items on the cover. (See Exhibit A.)

Inside of cover. - If a statement of cooperation, or a comment on the work as a whole not closely related to the text, or a lengthy Contents, is suitable for use on the inside of the cover page, it is typed in short lines in the center of a separate sheet.

Introductory pages. - Unusually long Contents or explanatory statements may be placed on extra front pages, numbered with Roman numerals at lower center, but this practice is not encouraged.

Title page. - The first page of the report proper begins with the title of the report, in one line if practicable, all in capitals, about $1\frac{1}{2}$ inches from top of sheet, followed on next line by author's name and designation in "capitals and lower case." The designation of a Division leader is given as In Charge, Division of ... This title page is page 1 but does not show the number.

Page numbers. - All other page numbers are centered at the top.

Contents, if short, are listed on the title page, but such a list is not often used in these reports.

Introduction or beginning of text follows until the page is filled.

Double or single space. - In the final copy all text is typed single space, double between paragraphs, and stencils are so cut. But in a draft that is to be edited and is likely to be changed, double space is used. Otherwise, the manuscript is prepared as nearly as possible as the stencil should be. The first line of each paragraph should be indented 7 spaces.

Mimeograph material. - The amount of text included on each page should be as nearly uniform as possible. Text begins at about line 4 of the stencil and ends at about line 56, thus providing uniform margins at top and bottom of all pages.

Subheads. - Preferably only one series of short subheads is used. They are typed in the center in capital and lower case letters and are underlined. The underlining is broken between words, to avoid weakening the stencil. If a second series of headings seems necessary, center heads in capitals and lower case, not underlined, are used. When a third series also seems necessary, these subheads should be run in as side heads, followed by a period and a dash. Except for the first letter of the first word, they should be in lower case letters, with underscoring broken between words.

Illustrations and legends. - Illustrations for mimeographed and multigraphed reports are multilithed - a process separate from the mimeograph or multigraph job. Legends for the illustrations are prepared like those in printed publications except that when a chart made in the Graphics Section carries a topical heading, that heading remains in place in the mimeographed report and need not be given below the illustration, in which case the legend used underneath the chart should be interpretive only.

If a chart shows no topical heading, then a double legend may be used below - the first part topical and the second part interpretive. But note that in manuscripts for mimeographing the legends are pasted along the lower edge of the illustrations and are not typed in place in the text as in the case of manuscripts for printing. In the finished pamphlet (and in cutting the stencils) the illustrations usually follow as closely after the text references as practicable. Sometimes they may be grouped at the end of the report and not necessarily given page numbers. Page numbers should be centered at the top. If illustrations are to be paged, that fact should be taken into account when page numbers are assigned.

Tables. - Unlike the arrangement in manuscripts for printing, the tables for mimeographed or multigraphed material may be placed on the same page with text. In fact, in cutting stencils all pages should be completely filled. But if it is not definitely known when a manuscript is being typed, whether the material will be printed or mimeographed, the tables are placed on separate sheets. When cutting a stencil, all ruled lines in tables are broken in order to avoid weakening the stencils. In mimeographed reports the tables usually follow the text references as closely as it is practicable to place them; but if they are numerous, they are sometimes grouped at the back.

Tables that cannot well be cut on an 8 x 10 stencil will be multilithed in order to reduce them to the desired size. For this process the copy must be distinct enough to photograph and must contain no corrections. (See Suggestions for Preparing Copy for Multilithing.)

Text footnotes. - Footnotes referred to in the text are placed at the bottom of the pages carrying their references and are numbered consecutively. They are set off from the text by a 2-inch line, flush with the left margin, as 1/.

1/ Footnotes should be concise.

Footnotes for tables are numbered in a separate series for each table.

If a cover is not used, the heading of the title page, showing United States Department of Agriculture and Agricultural Marketing Service, is typed at the top of the manuscript and at the top of the first stencil. Otherwise the first text page is prepared in the same way as described earlier, but the year date appears in the upper right corner. (See Exhibit B.)

Accessories to Reports to be Mimeographed. - A report that is to be mimeographed is accompanied by a requisition (Form AD-72, in sextuplicate) completely filled out. In filling out the requisition, it should be remembered that practically all material is run single space and on both sides of the paper. A separate requisition is submitted for multilith work (Form AMS-11, in triplicate.) The yellow-sheet transmittal

JAN 20 1943

form, filled out and signed, is necessary, as well as the yellow slip (scheme of distribution) showing the size of edition wanted and the proposed distribution. The scheme of distribution should take into account the fact that 200 copies are to be furnished to the Marketing Information Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

ADVANTAGES OF DRYING SEED COTTON AT GINS

By Francis L. Gerdes, Senior Cotton Technologist,
and Ralph A. Rusca, Junior Cotton Technologist

Washington, D. C.
October 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

PREPARATION OF FLUE-CURED TOBACCO FOR MARKET

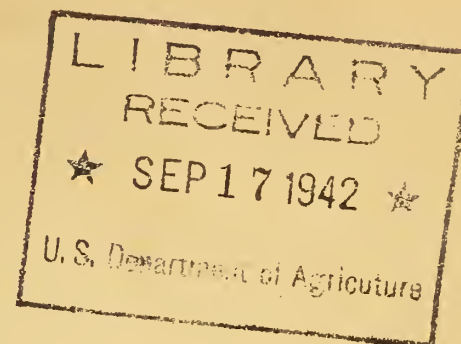
By Hugh W. Taylor, Senior Marketing Specialist

1.942
A2P911
1942
cop. 1

June 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
U.S. Agricultural Marketing Administration

PREPARATION OF MANUSCRIPTS
FOR MIMEOGRAPHING AND MULTIGRAPHING



These notes on the preparation of manuscripts for mimeographing or multigraphing form a companion to the similar pamphlet on Preparation of Manuscripts for Printing. The points that are unlike are given special attention here.

Cover. - Covers are used for (1) reports of some significance or (2) as protection to bulky material. A cover is usually multigraphed. A typed sheet is supplied for it but not a stencil.

Covers are not used on mimeographed addresses or on the less important statements or reports. For the duration, their use in any case will be limited. Each report will have to be considered on its own merits. Exhibit A shows the exact spacing and capitalization for a cover page.

Inside of cover. - If a cover is provided, the inside of the cover page can be used for comment on the work as a whole not closely related to the text, or for a table of contents.

Title page. - The first page of the report proper begins with title of the report, in one line if practicable, all in capitals, about $1\frac{1}{2}$ inches from top of sheet. This should be followed on next line by author's name and designation in "capitals and lower case." Although the title page is page 1 the number is not shown on it.

Page numbers. - All other page numbers are centered at the top and flanked on both sides by a dash as, -2-.

Double or single space. - In the final copy all text is typed single space, double between paragraphs, and stencils are so cut. But in a draft that is to be edited and is likely to be changed, double space is used. Otherwise, the manuscript is prepared as nearly as possible as the stencil should be. The first line of each paragraph should be indented 7 spaces.

Mimeograph material. - The amount of text included on each page should be as nearly uniform as possible. Text begins at about line 4 of the stencil and ends at about line 56, thus providing uniform margins at top and bottom of all pages.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration

ADVANTAGES OF DRYING SEED COTTON AT GINS

By Francis L. Gerdes, Senior Cotton Technologist,
and Ralph A. Rusca, Junior Cotton Technologist

Washington, D. C.
June 1942

Subheads. - Preferably only one series of short subheads is used. They are typed in the center in capital and lower case letters and are underlined. The underlining is broken between words, to avoid weakening the stencil. If a second series of headings seems necessary, center heads in capitals and lower case, not underlined, are used. When a third series also seems necessary, these subheads should be run in as side heads, underscored, followed by a period and a dash. Only the first letter of the first word should be capitalized.

Illustrations and legends. - Illustrations for mimeographed and multigraphed reports are multilithed - a process separate from the mimeograph or multigraph job. Legends for the illustrations are prepared like those in printed publications except that when a chart carries a topical heading, that heading remains in place in the mimeographed report and need not be given below the illustration. In this case the legend used underneath the chart should be interpretive only. If a chart shows no topical heading, a double legend may be used below - the first part topical, the second part interpretive. But note that in manuscripts for mimeographing the legends are attached, by the use of rubber cement, to the lower edge of the illustrations and are not typed in place in the text as for printing.

In the finished pamphlet the illustrations usually follow as closely after the text references as practicable. Sometimes they may be grouped at the end of the report and not necessarily given page numbers. Page numbers should be centered at the top. If illustrations are to be paged, that fact should be taken into account when page numbers are assigned.

Tables. - Unlike the arrangement in manuscripts for printing, the tables for mimeographed or multigraphed material may be placed on the same page with text. In fact, in cutting stencils all pages should be completely filled. But if it is not definitely known when a manuscript is being typed, whether the material will be printed or mimeographed, the tables are placed on separate sheets. On a stencil, all ruled lines in tables are broken in order to avoid weakening the stencils. Tables in mimeographed reports are placed as close as practicable to the text; but if numerous, they are sometimes grouped at the back.

Tables that cannot easily be cut on an 8 by 10 stencil will be multilithed in order to reduce them to the desired size. For this process the copy must be distinct enough to photograph well. (See Suggestions for Preparing Copy for Multilithing.)

Text footnotes. - Footnotes referred to in the text are placed at the bottom of the pages carrying their references and are numbered consecutively. They are set off from the text by a 2-inch line, flush with the left margin, as 1/. Footnotes for tables are numbered in a separate series for each table.

1/ Footnotes should be concise.

If a cover is not used, the heading of the title page, showing United States Department of Agriculture and Agricultural Marketing Administration, is typed at the top of page 1 of the manuscript. Otherwise this page is prepared in the same way as described earlier, except that the month and year of issue appear in the upper right corner (see exhibit B).

Accessories to Reports to be Mimeographed. - A report that is to be mimeographed is accompanied by a requisition. In filling out the requisition, it should be remembered that all material is run single space and on both sides of the paper. The yellow-sheet transmittal form, filled out and signed, is required as well as the yellow slip (scheme of distribution) showing the size of edition wanted and the proposed distribution. The scheme of distribution should take into account the fact that the Marketing Reports Division requires copies of all reports. That division will determine the number of copies needed by it for each publication.

Exhibit B

June 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration

PREPARATION OF FLUE-CURED TOBACCO FOR MARKET

By Hugh W. Taylor, Senior Marketing Specialist

Text begins here - - - - -